

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09.R

Subject:

DATE: 02/13/87

Sunset Review:

HAZARD COMMUNICATION PROGRAM

1. PURPOSE. This directive establishes the FLETC Hazard Communication Program and outlines the policies and procedures followed in providing information and training to personnel exposed to hazardous material in the workplace.

2. SCOPE. The policy and program outlined in this directive applies to all FLETC personnel.

3. REFERENCES.

- a. Public Law 91-596 Section 6
- b. Title 29 Code of Federal Regulation Part 1910, Section 1700, Hazard Communication.
- c. Executive Order 12196, dated February 26, 1980, Occupational Safety and Health Program for Federal Employees.

4. DEFINITIONS.

- a. Work Area - a room or defined space in a workplace where hazardous chemicals are used.
- b. Workplace - an establishment at one geographical] location containing one or more work areas.
- c. Hazardous Material - any discrete chemical or chemical compound that is identified as a hazardous material in a Material Safety Data Sheet provided by a chemical manufacturer/supplier.
- d. Hazard Warning - any words, pictures, symbols or combination thereof appearing on a label or any other appropriate forms of warning which convey the hazards of the chemical(s) in the container(s).
- e. Material Safety Data Sheet (MSDS) - written or printed material

concerning a hazardous chemical(s) prepared by a chemical manufacturer/distributor in accordance with 29 CFR 1910.1200(q).

5. POLICY. The primary objective of the Center's hazardous communication program is the prevention of accidents, injuries, and occupational illness resulting from the use and/or exposure to hazardous materials in the workplace. MSDS(s) provided by chemical manufacturers/distributors will be relied on to identify hazardous material on Center.

6. RESPONSIBILITIES.

a. Management shall

(1) make the procedures set forth in this directive available to all employees and employee representatives; and

(2) require that employees exposed to hazardous material, as defined in this directive, review information and attend any required training provided by the Safety/Security staff.

b. Supervisors shall

(1) ensure all employees exposed to hazardous material, as defined in this directive, receive the required information and training from Safety/Security; and

(2) notify Safety/Security when known containers of hazardous material are found not properly labeled, tagged or marked.

c. The Safety Manager shall

(1) obtain h4SDSs from the Procurement Branch;

(2) ensure that a copy of this directive along with a hazardous material inventory list and appropriate MSDS(s) are readily accessible to employees in each work area where hazardous materials are used. This information constitutes the written FLETC Hazard Communication Program (FHCP) and each employee must be informed of its location and availability;

(3) provide information and training on hazardous material meeting requirements outlined in 29 CFR 1910.1200(h) to employees exposed to hazardous material in their work areas at the time of the employees' initial assignment and whenever a new hazard is introduced into the work area;

(4) periodically inspect work areas where employees are exposed to hazardous material to ensure that the FHCP is accessible to employees, hazardous material containers are labeled, tagged or marked and personnel are familiar with the procedures in this directive;

(5) attach and complete the label shown in Attachment 1 to any container known to contain hazardous material found without the proper label, tag, or marking. The label will be completed using information in the appropriate MSDS. The HAZARD WARNING section on the label will use signal words such as CAUTION!, WARNING!, DANGER!, followed by a warning statement for specific hazards that may be encountered, with instructions for customary and reasonable handling or use of the product. These may be statements such as "MAY CAUSE NAUSEA AND DIZZINESS BE INHALED" or "INGESTION MAY IRRITATE DIGESTIVE TRACT". With products possessing more than one such hazard, an appropriate statement for each significant hazard should be included with the most serious hazard placed first;

(6) provide Center Division Chiefs whose employees are exposed to hazardous material in the work area with a list identifying employees and work areas affected; and

(7) provide contractors and Participating Organization Representatives whose employees may be exposed to hazardous material while performing work on Center, with a list identifying, the hazardous chemicals and work areas involved along, with secessionist for appropriate protective measures.

d. The Procurement Officer shall

(1) on Purchase Orders, require manufacturers/distributors supplying materials which are within the preview of OSHA's standard 29 CFR 1910.1200 to provide the Center with a copy of the appropriate MSDSs;

(2) assure inspection of hazardous material containers upon receipt and determine whether the container is labeled, tagged or marked identifying the hazardous chemical(s) contained therein and if the appropriate hazard warning as outlined in 29 CFR 1910.1200 (f) is included)

(3) contact the Safety Manager when containers are received which are not properly labeled, tagged or marked) and

(4) provide the Safety Manager with the MSDSs obtained from manufacturers/distributors.

7. OFFICE OF PRIMARY INTEREST. Office of Administratlon.

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/s/
Charles F. Rinkevich
Director

Attachment available from Safety & Security Division